



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

- ☐ CENTRAL DIVISION, COUNTY COURTHOUSE, 220 W. BROADWAY, SAN DIEGO, CA 92101
- ☐ CENTRAL DIVISION, KEARNY MESA, 8950 CLAIREMONT MESA BLVD., SAN DIEGO, CA 92123
- ☐ EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020
- ☐ EAST COUNTY DIVISION, RAMONA, 1428 MONTECITO RD., RAMONA, CA 92065
- ☐ NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081
- ☐ SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910

MISDEMEANOR AND INFRACTION COUNTER / FAX ARRAIGNMENT CRITERIA

1. Attorneys eligible to use these arraignment procedures must be members in good standing of the State Bar of California, whose privilege of using these arraignment procedures has not been revoked by order of the Presiding Judge for failure to comply with these criteria. The attorney must provide his or her California State Bar number on the arraignment form in the space provided. For FAX arraignment, the attorney MUST have an available FAX number for return information from the court.
2. Time must be waived to arraign at the counter or by FAX.
3. Cases excluded from arraignment at the counter or by FAX include:
 - Cases where the defendant is in custody;
 - Cases charging domestic violence or child abuse; and
 - Cases prosecuted by the consumer fraud or code enforcement divisions of the San Diego City Attorney's Office.
4. The court clerk will recall any outstanding warrant on this case.
5. The counter/fax arraignment must be received on or before the date and time set for the arraignment in order to avoid the issuance of a warrant or civil assessment, the filing of failure to appear charges, and the forfeiture of bail.
6. Any cash bail or bail bond posted will remain in full force and effect from the date of the arraignment to the next hearing. If a bail bond has been forfeited, an appearance in open court is required.
7. Discovery must have been completed, key witnesses interviewed, the case evaluated and negotiated with the District Attorney or City Attorney in the week preceding the settlement conference.

APPLICABLE TO FAX ARRAIGNMENTS ONLY

8. To arraign a defendant by FAX, an attorney must use the Arraignment form, SDSC CRM-141, available through the court and the court website at www.sdcourt.ca.gov. The attorney must complete all information, sign the form and transmit the form to the appropriate division. Forms received after 4:30 p.m. on any court day, or after 4:30 p.m. on any non-court day, will be deemed to have been received and the arraignment to have occurred at 8:30 a.m. on the next court day.
9. The attorney must complete the information on the arraignment form IN FULL, as requested. If any information is omitted and the clerk is unable to complete the arraignment, the form will be rejected and returned by FAX to the attorney.
10. The attorney will, by signing and submitting the FAX arraignment form, be deemed to have made the representations, acknowledgments and agreements set forth in these criteria. By utilizing the FAX arraignment procedure, the attorney represents:
 - That the attorney is the attorney of record and understands that the FAX arraignment constitutes a general appearance.
 - That his or her client has specifically authorized the attorney to act as the client's agent for the purpose of waiving time and receiving the hearing/pre-trial/trial date.
 - The client and attorney have agreed that notice of the hearing/pre-trial hearing/trial date by FAX will be deemed full, complete and valid notice to the client.
 - The attorney agrees that use of the FAX arraignment constitutes a representation to the court that the attorney has specifically advised the client that failure of the client to appear timely at the hearing/pre-trial/trial date will constitute the crime of failure to appear.
 - The attorney has received permission from the prosecutor to use the FAX arraignment procedure if the case involved allegations which are handled by a special unit of the prosecutor's office.
11. ALL FAX ARRAIGNMENT FORMS MUST BE TRANSMITTED TO THE DIVISION WHERE THE DEFENDANT IS SCHEDULED TO APPEAR. Here are the fax numbers for each location:

Central Division – San Diego (619) 450-5135
Central Division – Kearny Mesa (858) 634-1735
East County Division – El Cajon (619) 456-4083
East County Division – Ramona (760) 738-2404

North County Division – Criminal (760) 201-8118
North County Division – Minor Offense (760) 201-8638
South County Division (619) 746-6161